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Contract Section  
Report for week ended 29 April 1953

25X1A9a

Procurement Officer	Executed Cases			Actual Cost	Other Documents
	Contract	Documents			
	-			\$ -	1
	2			17,193	1
	3			74,035	1
	1			4,400	-
	3			5,129	2
	-			-	1
	-			-	-
	-			-	2
	<u>9</u>			<u>\$ 100,757</u>	<u>8</u>

Business Pending End of Period

Status by individual Procurement Officer of Contract documents pending

25X1A9a

Status Code	Total	No add'l action by			Total	Total	Est Value	Other Doc'mts
		F-1	F-2	F-3				
4 2 - 5 -	11	-	2	-	2	13	\$ 331,775	15
- 4 - 6 1	11	1	2	-	3	14	267,838	4
1 1 9 2 -	13	6	4	2	12	25	126,486	3
- 6 1 - 1	8	-	2	-	2	10	88,848	-
1 - - 1 2	4	1	4	-	5	9	25,832	5
5 3 - 3 1	12	2	1	1	4	16	163,396	2
2 4 1 8 1	16	4	1	2	7	23	420,123	1
1 4 - - -	5	3	-	-	3	8	-	15
<u>14 24 11 25 6</u>	<u>80</u>	<u>17</u>	<u>16</u>	<u>5</u>	<u>38</u>	<u>118</u>	<u>\$1,424,298</u>	<u>65</u>

Status of Contract Documents Pending as of 29 April 1953

A. No Action	14
B. Pending receipt of more detailed information	24
C. Pending bid opening and awards	11
D. Negotiations Underway	25
E. Pending drafting of contractual documents	6
F. No further action required by procurement officers:	80
1. Pending typing and mailing to Contractor	17
2. Pending signature of Contractor	16
3. Pending final clearance and signature by C. O.	5
	<u>118</u>

Note: 20 actual requisitions and 51 memos and letters were received during the week which will require contract or other action by the Contract Procurement Officers. Since in many cases two or more of these documents will be consolidated into one action, these figures do not mean that 71 separate actions will be required. The figures above of contract action requests received, completed, or pending are on this consolidated basis. The consolidations and transfers resulted in net new contract actions of 22.

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PURCHASE SECTION REPORT  
For Week Ended 29 April 1953

Requisitions

Balance pending end of Previous week	264
Received during week	<u>117</u>
	381
Completed during week	<u>154</u>
Balance pending end of week	<u>227</u>

Purchase Orders Issued

190 \$119,035.60

Backlog of Typing

Purchase Orders	24
Correspondence	3
Invitations to Bid	23
Bills of Lading	<u>0</u>
Total	50

Status of Pending Requisitions\*

A. Without Action

Held less than 15 days	51	\$11,950.00
Held more than 15 days	<u>0</u>	-0-
Total Without Action	<u>51</u>	<u>\$11,950.00</u>

B. With Action

Pending Information from Requisitioning Office

Held less than 30 days	10	\$2,000.00
Held more than 30 days	<u>0</u>	-0-
Total	10	\$2,000.00

Pending Receipt or Opening of Bids

Held less than 30 days	115	\$46,092.75
Held more than 30 days	<u>0</u>	-0-
Total	115	<u>\$46,092.75</u>

Pending Clearance from GPO and/or GSA

Held less than 30 days	6	\$800.00
Held more than 30 days	<u>0</u>	-0-
Total	6	\$800.00

Pending Completion of Service and/or Billing

Held less than 30 days	43	\$981.50
Held more than 30 days	<u>2</u>	<u>300.00</u>
Total	45	\$1281.50

Total With Action

176 \$50,174.25

C. Total Pending Requisitions

227 \$62,124.25

D. Total Hours of Overtime during the past week: 5

\*Details for each Purchasing Agent are in Purchase Section.

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